Letters from the Forest: Helping Max the Monkey

Learning objective: To identify and use the correct features of a formal letter, including the address, date, greeting, and sign-off.

Max the Monkey is trying to write a letter to his friend, Leo the Lion, to invite him to a jungle picnic. However, his letter is all jumbled up! Use the items in the word bank to fill in the blanks in the correct order. Look carefully at where each piece of information belongs in a formal letter.

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Word bank: Dear Leo, · 12 Banana Avenue, Jungle Town · Yours sincerely, · 15th May 2024 · I would love for you to join me for a picnic by the river this Saturday. · Max

1. 1. Where should the sender's address be placed in a letter? (2 marks)

2. 2. Why is it important to include the date when writing a letter? (2 marks)

3. 3. If you were writing a letter to a friend, would you use 'Yours sincerely' or 'Best wishes'? Explain your choice. (2 marks)

4. 4. Write a sentence that could be the 'closing' of a letter to Pip the caterpillar. (1 mark)

5. 5. Why do we start a letter with a greeting like 'Dear'? (2 marks)

Draw: Draw a picture of a letter inside an envelope, making sure to label where the stamp and the address should go.

Extension challenge: Write your own short letter to Nova the owl, asking her a question about the stars. Remember to include your own address in the top right corner and the date underneath.